

## JOURNALISM ENDORSEMENT REQUIREMENTS

(Checklist of Minimum Requirements for a Journalism Endorsement)

Name: _____	Home Phone: _____	Work Phone: _____
Social Security #: _____	E-mail Address: _____	
Or Teacher ID # (CACTUS Number)		
School: _____	District: _____	
Address: _____	Major: _____	
City/State/Zip _____	Minor: _____	

<p><b>FOR ENDORSEMENT</b> (applicant must have completed all requirements listed below)</p> <p style="text-align: center;"><b>OR</b></p> <p><b>FOR STATE APPROVED ENDORSEMENT PLAN</b> (2 YEAR) Applicant must have a current Educator License with a Secondary area of concentration, be currently teaching in the endorsement area and have 9 semester credits toward endorsement.</p>	
Date Submitted: _____	Date Reviewed: _____

A teacher with a major or minor in Journalism will receive endorsement to teach secondary Journalism courses if the methods courses below are covered in that major. An endorsement to teach Journalism without a major or minor in Journalism requires a minimum of 24 hours of either approved college coursework or approved inservice classes. Coursework must include, but is not limited to, the following:

Boxes with an "X" indicates the minimum requirement within each level has been met.

- ☐ Introduction to mass communication (organizations, functions, political, economic, and social influences of mass media; books, magazines, newspapers, television, radio, film, public relations, and advertising).
- ☐ Writing for the mass media (techniques and mechanics of report writing).
- ☐ Reporting (style, social responsibilities, and problems of reporting for the media of mass communications).
- ☐ Layout and design (design, layout, and paste-up of newspapers and yearbooks).
- ☐ Methods of teaching journalism in secondary schools (problems of advising staffs of school newspapers, yearbooks, and magazines).

**Or**

- [ ] Receive verification from USOE Secondary Language Arts Specialist by providing the specialist with university course syllabi and a transcript noting each course to be reviewed for equivalency outside the State of Utah.

**Or**

- [ ] Show evidence of participation in all sessions of each approved university/in-service course (the applicant may have facilitated course delivery, but not formally registered for the course/s) or show evidence of being an adjunct instructor or university instructor for each of the approved Journalism endorsement courses.

Complete the following as you apply:

- Mark the boxes with an "X" to indicate that the minimum requirement in each area has been met.
- Attach a copy of your transcripts and highlight corresponding classes. Internet transcripts are not acceptable.
- Processing fees:

Endorsement submitted by individual—\$35  
Send to:

Utah State Office of Education  
Attn: Sheri Lowry  
Educator Licensing  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

State Approved Endorsement Program  
(SAEP) (paid by district or charter school) –  
\$30. Send to:

Utah State Office of Education  
Attn: Stephanie Ferris  
Educator Licensing  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

For more information contact: Mary Beth Clark, Secondary Language Arts Specialist,  
(801) 538-7766  
E-mail: [mclark@schools.utah.gov](mailto:mclark@schools.utah.gov)